

Retail Dealer/Fuel Vendor Diesel Tax Return

This report is due

▶ 2. Company Name and Mailing Address

▶ 1. Report Period (MM/CCYY)	
▶ 3. Account Number (FEIN or TR)	
4. Contact Person Name	
5. Telephone Number	6. Fax Number
7. E-mail Address	

To be filed by all licensed diesel dealers and fuel vendors.

PART 1: COMPLETION OF THIS SECTION IS REQUIRED

8. Total gallons of undyed diesel fuel acquired for the period (Schedule 1)	▶ 8.	<input type="text"/>
9. Total gallons of undyed diesel fuel sold to retailers/fuel vendors located within "Indian Country" (Schedule 5R)	▶ 9.	<input type="text"/>

PART 2: TAX COMPUTATION

Complete Parts 3 and 4 on page 2 prior to completing Part 2.

10. Tax (from line 20b on page 2 of this form)	10.	\$
11. Credits (from line 32 on page 2 of this form)	11.	\$
12. REFUND. If the credit on line 11 is greater than the tax on line 10, enter the difference here	▶ 12.	\$
13. TAX DUE. If the tax on line 10 is greater than the credit on line 11, enter the difference here	▶ 13.	\$
14. Penalty (5% of tax due per month to a maximum of 50% - minimum \$10.00 for first month)	▶ 14.	\$
15. Interest (1% above prime rate set January 1 and July 1 of each year)	▶ 15.	\$
16. TOTAL REMITTANCE. Add lines 13 through 15	PAY ▶ 16.	\$

CERTIFICATION

I certify under penalty of perjury, that I have examined this return, and to the best of my knowledge and belief, it is true and complete.			
▶ <input type="checkbox"/> I authorize Treasury to discuss my return and attachments with my preparer. <input type="checkbox"/> Do not discuss my return with my preparer.			
▶ Authorized Signature		Preparer's Signature	Preparer's FEIN
Printed Name	Date	Printed Name	Date
Title	Telephone Number ()	Address	Telephone Number ()

Questions??? - Please call (517) 636-4600

Make check payable to the "State of Michigan-Special Taxes". Print your account number on the front of your check.

MAIL WITH REMITTANCE TO: Michigan Department of Treasury, P.O. Box 77401, Detroit, Michigan 48278

MAIL REFUND REQUEST OR ZERO RETURN TO: Customer Contact Division-Special Taxes, Michigan Department of Treasury,
430 W. Allegan St., Lansing, Michigan 48922

Company Name	Report Period (MM/CCYY)	Account Number (FEIN or TR)
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PART 3: TAXABLE GALLONS**Report Whole
Gallons Only****Tax
Rate****Tax Due**
(Whole Gallons X Tax Rate)

17. Total gallons of undyed diesel fuel sold through retail pumps	▶ 17.	_____		
18. Total gallons of undyed diesel fuel sold to others in bulk	▶ 18.	_____		
19. Total gallons of DYED diesel fuel sold or used for taxable purposes ...	▶ 19.	_____		
20. Total. Add lines 17-19 and enter total in 20a. Multiply 20a by the tax rate and enter total in 20b and on page 1, line 10	20a.	_____	x .15 =	▶ 20b. \$ _____

PART 4: CREDITS

(For undyed fuel only; see instructions for taxable dyed fuel.)

**Report Whole
Gallons Only****Tax
Rate****Tax Credit**
(Whole Gallons X Tax Rate)

21. Tax-paid gallons included in line 17 and 18	▶ 21a.	_____	x .09 =	▶ 21b. \$ _____
22. Total gallons of undyed diesel fuel sold in bulk to licensed retailer's and/or fuel vendors (Schedule 5C) - Fuel Vendors do not include gallons transferred to your own retail operations	▶ 22a.	_____	x .06 =	▶ 22b. \$ _____
23. Total gallons of undyed diesel fuel sold into bulk storage of licensed motor carriers (Schedule 5U)	▶ 23a.	_____	x .06 =	▶ 23b. \$ _____
24. Total gallons sold into licensed commercial motor vehicles from retail pumps	▶ 24a.	_____	x .06 =	▶ 24b. \$ _____
25. Total gallons sold or disbursed into your own licensed commercial motor vehicles	▶ 25a.	_____	x .06 =	▶ 25b. \$ _____
26. Total gallons sold TAX-FREE to the federal government (Schedule 8)	▶ 26a.	_____	x .15 =	▶ 26b. \$ _____
27. Total Gallons sold TAX-FREE to state and local governments (Schedule 9)	▶ 27a.	_____	x .15 =	▶ 27b. \$ _____
28. Total gallons sold TAX-FREE to non-profit, private, parochial, or denominational school, college or university (Schedule 10G)	▶ 28a.	_____	x .15 =	▶ 28b. \$ _____
29. Total gallons of undyed diesel fuel used for your own non-taxable purposes (see instructions)	▶ 29a.	_____	x .15 =	▶ 29b. \$ _____
30. RETAIL ONLY: Total gallons of undyed diesel fuel sold for tax exempt purposes (limited to sales of 100 gallons or less per sale)	▶ 30a.	_____	x .15 =	▶ 30b. \$ _____
31. RETAIL ONLY: Total Gallons of K-1 kerosene sold through a qualified blocked pump (limited to sales of 100 gallons or less per sale)	▶ 31a.	_____	x .15 =	▶ 31b. \$ _____
32. Total credits. Add lines 21b through 31b. Enter total here and on page 1, line 11	32.			\$ _____

Instructions for Retail Dealer/Fuel Vendor Diesel Tax Return, Form 3723

Instructions for Retail Dealer/Fuel Vendor Diesel Tax Return

GENERAL INFORMATION

Who must be licensed as a retail diesel dealer?

Anyone who sells diesel fuel into the fuel supply tank of a highway vehicle or makes a bulk delivery to an unlicensed end user.

Who must be licensed as a fuel vendor?

Anyone who sells or distributes diesel motor fuel at wholesale or diesel fuel at retail who is not otherwise licensed under P.A. 403.

Tax Rates

The current tax rate on **undyed** diesel fuel under P.A. 403 is 15 cents per gallon. A discount of 6 cents per gallon is allowed on sales of diesel fuel into vehicles displaying a current intrastate motor carrier decal or International Fuel Tax Agreement (IFTA) decal. A discount of 6 cents per gallon is also allowed on sales into the bulk storage of a licensed intrastate motor carrier or IFTA carrier. This discount reduces the tax rate at time of purchase to 9 cents per gallon on all gallons delivered into qualifying vehicles or into the bulk storage of licensed motor carriers. **Diesel retail dealers or fuel vendors are required to give the 6 cent per gallon discount to qualifying vehicles of licensed motor carriers and provide a proper invoice to their customers. Please see the Diesel Retail Dealers & Fuel Vendors/Marine Diesel Retail Dealers/Liquefied Petroleum Gas (LPG) Dealers Tax Booklet for proper invoicing procedures.** There is no tax charged on dyed diesel fuel unless it is consumed in a taxable manner.

Tax Exempt Sales

Diesel retail dealers are permitted to make tax-free sales of undyed diesel fuel in amounts of 100 gallons or less. Sales in excess of 100 gallons must be tax paid. The end user may file for a refund if the fuel is used for a non-taxable purpose. **Please see the Diesel Retail Dealers & Fuel Vendors/ Marine Diesel Retail Dealers/ Liquefied Petroleum Gas (LPG) Dealers Tax Booklet for proper invoicing procedures for tax-exempt sales.**

Invoices

Invoices for all sales must be prepared in duplicate with the original invoice issued to the customer and the copy retained by the retail dealer or fuel vendor. All invoices must be retained a minimum of four years. **A retail dealer or fuel vendor failing to properly document a discounted or exempt sale will be held responsible for the full amount of tax.**

Due Dates

Returns must be filed quarterly and are due on the 20th day of the month following the end of the quarter. (April 20th, July 20th, October 20th and January 20th) If the due date falls on a Saturday, Sunday or legal holiday the return is due on the next regular business day.

Schedules

All retail dealers and fuel vendors must attach a Schedule of Disbursements of Undyed Diesel Fuel (form 3770) to their return each quarter. Retail dealers must choose one method of reporting inventory. Once you have chosen a method you cannot switch methods without prior written approval from the department. The two inventory methods are gross depletion or meter readings. Fuel vendors may have a combination of inventory methods.

Retail dealers and fuel vendors must also file a *Schedule of Receipts of Undyed Diesel Fuel* (Schedule 1, form 3766) and a *Schedule of Deductions of Undyed Diesel Fuel* (form 3768) each quarter. Instructions for completing the schedules are found on the back of each schedule. Additional schedules can be obtained by calling (517) 373-3180, from our Web site at www.treasury.state.mi.us or you may make copies of the schedules we provide you. If you wish to format your own computer schedules you must submit them to the department for approval prior to their use. Mail your proposed schedules to Customer Contact Division- Motor Fuel Tax, 430 W. Allegan, Lansing MI 48922.

Line by Line Instructions

Lines 1 – 3: If you are not using the pre-identified return provided, enter the report period, company name and address and your account number. If there is a change to the pre-printed information, line out the incorrect information and enter the correct information.

Lines 4 – 7: Enter the name, telephone number, fax number and e-mail address (if available) of a person we may contact between the hours of 8:00 a.m. and 5:00 p.m. concerning your return.

Line 8: Enter the total number of gallons of undyed diesel fuel acquired for the period from Schedule 1.

Line 9: Enter the total number of gallons of undyed diesel fuel sold to retailers or fuel vendors located within "Indian Country". Indian Country is specifically defined by 18 USC 1151. This includes (but is not necessarily limited to) Indian reservations and lands taken into trust by the US government on behalf of federally recognized Indian tribes. For purposes of reporting motor fuel sales by fuel vendors, the retailer purchasing the fuel should be able to indicate whether they are within Indian Country as well as what tribe's Indian Country it is. The designation of Indian Country does not change the method of treatment regarding the sale. Tax must be collected at the time of sale.

Line 10: Enter the amount of tax calculated from line 20b of the return.

Line 11: Enter the amount of credit calculated from line 32 of the return.

Line 12: If the amount on line 11 is greater than the tax due on line 10, subtract line 10 from line 11 and enter the difference here. This is your refund.

Line 13: If the amount of tax due on line 10 is greater than the credit on line 11, subtract line 11 from line 10 and enter the difference here. This is your tax due.

Line 14: Calculate penalty at 5% of the tax due per month if the return is filed late. The minimum penalty is \$10.00 for the first month. The maximum penalty for late filing or late payment of tax due is 50 %.

Line 15: Calculate interest if the return is filed late. Contact the department for the proper interest rate.

Line 16: Add lines 13 through 15 and enter here. This is the amount that must be remitted with your return.

PART 3: TAXABLE GALLONS

Line 17: Enter the total number of gallons of **undyed diesel fuel** disbursed or sold through your retail pumps from Schedule 523-DD (form 3770). This does not include bulk deliveries. **Pacific Pride accounts include all foreign purchases by your customers**

on line 17. Complete a separate *Schedule of Receipts* (form 3766) for Pacific Pride foreign purchases. The schedule should be a summary by customer.

Line 18: Enter the total number of gallons of **undyed diesel fuel** sold into bulk storage. This does not include gallons disbursed through your own retail pumps (Schedules 5A, 5C, 5R, 5U and bulk sales from Schedules 8, 9 and 10G).

Line 19: Enter the total number of gallons of **dyed** diesel fuel sold or used for taxable purposes.

Line 20: Add the gallons on line 17 through 19 and enter the result in line 20a. Multiply line 20a by .15 and enter the result in line 20b. Carry the amount on line 20b to page 1, line 10.

PART 4: CREDITS – FOR UNDYED DIESEL FUEL ONLY – NO CREDIT IS ALLOWED FOR DYED FUEL SOLD OR USED FOR TAXABLE PURPOSES AS NO TAX WAS PAID AT THE TIME OF PURCHASE.

Line 21: Enter the total number of gallons of undyed diesel fuel included in lines 17 and 18 on which tax was paid at the time of purchase on line 21a. Multiply the amount on line 21a by .09 and enter the result on line 21b.

Line 22: Enter the total number of gallons of undyed diesel fuel sold into the bulk storage of licensed diesel retailers or fuel vendors from Schedule 5C on line 22a. **Pacific Pride franchisees include all foreign sales on line 22a.** Multiply the amount on line 22a by .06 and enter the result on line 22b. **Note: Fuel vendors should not include gallons transferred to your own retail operations on line 22a.**

Line 23: Enter the total number of gallons of undyed diesel fuel sold into the bulk storage of licensed motor carriers or IFTA carriers from Schedule 5U on line 23a. Multiply the amount on line 23a by .06 and enter the result on line 23b.

Line 24: Enter the total number of gallons of undyed diesel fuel sold from your retail pumps into licensed commercial motor vehicles on line 24a. Do not include gallons sold or disbursed into **your own** commercial motor vehicles on this line. Multiply the amount on line 24a by .06 and enter the result on line 24b.

Line 25: Enter the total number of gallons of undyed diesel fuel sold or disbursed into your own licensed commercial motor vehicles on line 25a. Multiply the amount on line 25a by .06 and enter the result on line 25b.

Line 26: Enter the total number of gallons of undyed diesel fuel sold tax-free to the federal government from Schedule 8 on line 26a. (Note: If all or part of these sales were credit card sales see additional instructions under Special Instructions for governmental sales). Multiply the amount on line 26a by .15 and enter the result on line 26b.

Line 27: Enter the total number of gallons of undyed diesel fuel sold tax-free to state and local governments from Schedule 9 on line 27a. (Note: If all or part of these sales were credit card sales see additional instructions under Special Instructions for governmental sales). Multiply the amount on line 27a by .15 and enter the result on line 27b.

Line 28: Enter the total number of gallons of undyed diesel fuel sold tax-free to non-profit, private, parochial or denominational schools, colleges or universities for use in busses to transport students to authorized school functions from Schedule 10G on line 28a. Multiply the amount on line 28a by .15 and enter the result on line 28b.

Line 29: Enter the total number of gallons of undyed diesel fuel used for your own non-taxable purposes on line 29a. Multiply the amount on line 29a by .15 and enter the result on line 29b. **NOTE:** The retailer or fuel vendor must maintain proper documentation of all non-taxable use. Unsubstantiated use will be disallowed.

Line 30: RETAIL DEALERS ONLY: Enter the total number of gallons of undyed diesel fuel sold for tax-exempt purposes on line 30a. Multiply the amount on line 30a by .15 and enter the result on line 30b. **Tax exempt sales are limited to 100 gallons or less. You must collect the tax on sales in excess of 100 gallons regardless of the purpose. The customer can file for a refund if the fuel is used in a non-taxable manner.**

Line 31: RETAIL DEALERS ONLY: Enter the total number of gallons of K-1 kerosene sold through a qualified blocked pump on line 31a. Multiply the amount on line 31a by .15 and enter the result on line 31b. **Tax exempt sales are limited to 100 gallons or less.**

Line 32: Total credits: Add the amounts on lines 21b through 31b. Enter on line 32 and on page 1, line 11.

Special Instructions for Governmental Sales

If you make a sale to the federal, state or local government, either in bulk or into vehicles and the purchase is made by credit card you may not take a credit on lines 26a or 27a. Under P.A. 403 the credit card company is required to reimburse you for the fuel tax you paid to your supplier. The credit card company must then file for a refund from the department.

Certification

Be sure to sign and date your return. If you have a tax preparer they must also sign and date the return as well as provide their address, phone number and federal identification number. If it becomes necessary to communicate with you concerning your return and you want us to be able to discuss your return with your preparer, you must check the box giving us authorization to do so.

Mailing Instructions

If you owe tax: Make your check payable to “State of Michigan – Motor Fuel”. Be sure to print your account number on the front of your check. Mail returns with payment to:

Michigan Department of Treasury
P.O. Box 77401
Detroit, Michigan 48278

If you have no tax due or are requesting a refund: Mail your return to:

Customer Contact Division – Motor Fuel Tax
Michigan Department of Treasury
430 W. Allegan St.
Lansing, Michigan 48922

Questions??

Call us at (517) 636-4600 or visit our Web site at www.michigan.gov/treasury.